

## PLAN CHECK SUPERVISOR

### DEFINITION

To organize, direct, manage and supervise the building plan review section to ensure work completion within specific time frames; to research and provide reports on building regulation matters; to coordinate with other City departments on City building projects; and to provide staff support to the Deputy Building Official.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Building Official.

Exercises direct supervision over assigned professional, technical and clerical staff.

### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise, and review the work of staff involved in building plans review work such as structural calculations, geo-technical investigations and related documents for residential, commercial and industrial construction, and mobile home accessory building construction.

Ensure that all building plans review work is in compliance with all State and local building regulations; determine acceptance of building materials and systems.

Recommend and assist in the implementation of goals and objectives; participate in the selection of staff; implement discipline procedures.

Establish schedules and methods for plan review; evaluate operations and activities of assigned area; recommend improvements and modifications; develop systems to improve the plan review portion of the permitting process.

Manage and prioritize the plan review workload to ensure completion within established time standards.

Coordinate with other City staff on policies and procedures concerned with development and related code compliance.

Perform structural and other inspections at construction sites; review complex building projects for compliance with State and local building regulations.

Write policies and procedures and develop public information documents.

Provide day-to-day interpretations of building regulations and documents for consistency.

Provide training in applicable building regulations.

Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of supervision, training, and performance evaluation.

Principles of civil engineering, with emphasis on structural engineering.

Current building systems and methods of construction.

Building code requirements for fire protection, structural, electrical, plumbing, mechanical and related systems.

Building regulations and enforcement techniques.

Pertinent local, State, and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement, and direct the plans review operations and activities.

Interpret building codes and local construction regulations.

Supervise, train, and evaluate assigned staff.

Make engineering computations.

Present training sessions related to area of responsibility.

Interpret and explain pertinent City and department policies and procedures.

Develop and recommend policies and procedures related to area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Four years of increasingly responsible experience in building plans examination for a regulatory agency, including one year of supervisory responsibility.

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering, architecture, or a closely related field.

##### License or Certificate:

Possession of an ICBO Plans Examiner Certificate.

Possession of a Certificate of Registration as Civil Engineer in the State of California.

Possession of, or ability to obtain, a valid California driver's license.

#### PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 15 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction.

#### WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.